

RAC 2 Frequently Asked Questions (FAQs)

SPECIAL NOTE: All questions received for the RAC II announcements, both the Unrestricted and the Small Business Set-Aside PR-R9-07-10101 and PR-R9-07-10112, have been consolidated into one response and will be posted under both announcement numbers.

Question # 1: Should EPA not receive adequate competition under the unrestricted procurement (i.e. 3 or more submittals), would they consider making two awards under the small business set-aside procurement?

Answer # 1: The Government reserves the right to make multiple awards under either procurement announcement but is not required to make multiple awards under either procurement. The adequacy of competition will dictate the amount of awards made.

Question # 2: Is there a current incumbent providing you with the services described in the notice or is there a company currently providing similar services to you that meets the Small Business criteria requirements?

Answer # 2: No, Region 9 does not currently have a small business providing RAC services.

Question # 3: Will small business utilization on past performance be evaluated as part of the selection criteria?

Answer # 3: No

Question # 4: What are the small business goals for this contract?

Answer # 4: EPA's Small Business Goals for all contracts are posted on EPA's web site at <http://www.epa.gov/osdbu/goals.htm>

Question # 5: Will Factor 2, Past Performance be evaluated as presented in Sections F and H?

Answer # 5: Yes. Also in accordance with the synopsis announcement EPA is not limited to the past performance references submitted by the offeror. EPA may seek information for this criterion from the offeror's clients it identifies through other means.

Question # 6: Section F is not referenced, what evaluation criteria will be used to score Section F?

Answer # 6: Factor # 2, Past Performance

Question # 7: Can we delete rows under Section F, Block 25 if only one firm from Section C is involved with the project?

Answer # 7: No, no alterations to the SF 330 are permitted.

Question # 8: Can we reduce the number of projects and/or change the size of the boxes in Section E, Block 19, Relevant Projects so that we can present more information for each project but have fewer projects?

Answer # 8: No, no alterations to the SF 330 are permitted.

Question # 9: An electronic copy of the SF 330 on disc is required. Are both Word Perfect and MS Word required or can it be submitted in one format or the other? Also, due to electronic signatures on the Part II forms and SF330, can the proposal be submitted in Adobe PDF?

Answer # 9: The offeror should submit an electronic copy in either Word Perfect or MS Word. An Adobe PDF copy may be submitted in addition to a Word Perfect or MS Word document.

Question # 10: Other RAC 2 solicitations have allowed the forms for Section E and Section F to be extended to two pages instead of one. Is this allowed under this solicitation?

Answer # 10: No, no alterations to the SF 330 are permitted.

Question # 11: Can cross-referencing of information be made between sections of the SF 330 and still be evaluated?

Answer # 11: Yes

Question # 12: Other RAC 2 solicitations have asked for information regarding awards. Should a discussion of awards be included in the SF 330? If so, which section would awards be evaluated?

Answer #12: All of the information regarding Region 9's RAC procurement is posted in the announcement and there is no change to initial announcement.

Question #13: In the SF330 proposal instructions included in the RFP for Region 2 RAC 2, font for graphics only may be smaller than 10 pitch as long as it is "clearly readable". Can smaller font be used for graphics in this submittal?

Answer # 13: No

Question # 14: Several RAC 2 procurements have awarded two contracts, with each individual contract capacity established at or near the full anticipated demand for RAC services over the period of performance. In so doing, these Regions have established sufficient capacity under each contract to respond to potential changes in the demand for RAC services over the life of the contracts, the ability to accept cross-over work from other Regions, potential changes in contractor ownership, conflict of interest issues, potential differences in contractor performance, or any other conditions that could potentially impact a contractor's ability to deliver work under the contract.

The synopsis for PR-R9-07-10101 states, "The total estimated of (*sic*) this proposed contract, including award terms, is \$110,000,000.00". The synopsis does not specifically mention capacity. Is the projected combined full delivery under the two contracts estimated to be \$110 million? Is Region 9 also intending to establish contract ceilings for each contract that will accommodate the full anticipated demand for RAC services for the Region?

Answer # 14: No, each announcement, PR-R9-07-10101 and PR-R9-07-10112, is separate and estimated at \$110 million. No, the combination of the two (2) contracts will accommodate the full anticipated demand.

Question # 15: If a small business has a minor team subcontracting role on both the full and open (<10% of the total contract) and the small-business set-aside procurements (<15% of the total contract), would this dual role affect the potential for both teams to be considered for a contract award? This question is in reference to the following statement.

There is no prohibition against a firm participating in both the RAC full and open competition and the RAC small set-aside. All proposals will be evaluated in an identical manner and in accordance with specified evaluation criteria. The Government does not envision awarding contracts to a respective firm that would be the Prime or Sub-contractor in both the full and open and the set-aside procurements. Pursuant to FAR 36.6, the source selection official has the latitude to consider selection of another of the ranked offerors. Rationale for considering such action could be the Governments goal to provide alternate sources for its requirements, including the mitigation and management of conflict of interest (COI) issues. In the event that firms propose under a joint venture agreement, both firms must demonstrate the ability to implement the requirements of the tasks described in the Statement of Work independently.

Answer # 15: There is no changed to the above referenced statement from both synopsis announcements.

Question # 16: If this level of participation in both contracts is deemed to be too high, at what lower level (ceiling percentage) of participation would be considered acceptable for awarding the contract to both teams (small business set-aside and full and open) with a common small business team subcontractor.

Answer # 16: No percentage of participation has been or will be established.

Question # 17: Could you tell me who the incumbent is for the RAC II Region 9 Unrestricted and Small Business which are currently listed on Federal Business Opportunities?

Answer # 17: Region 9 RAC I had only one (1) contract issued. The incumbent contractor is CH2MHill. Region 9 does not currently have a small business set-side providing RAC services.

Question # 18: The May 16 FedBizOpps announcement states, "There is no prohibition against a firm participating in both the RAC full and open competition and the RAC small set-aside. All proposals will be evaluated in an identical manner and in accordance with specified evaluation criteria. The Government does not envision awarding contracts to a respective firm that would be the Prime or Sub-contractor in both the full and open and the set-aside procurements. Pursuant to FAR 36.6, the source selection official has the latitude to consider selection of another of the ranked offerors. Rationale for considering such action could be the Governments goal to provide alternate sources for its requirements, including the mitigation and management of conflict of interest (COI) issues."

If a specialty niche, small business subcontractor is a member of a team pursuing the full and open procurement and also a member of a team pursuing the small business set-aside procurement, will membership on both teams adversely effect either team's potential for contract

award consideration? Will EPA award a contract to any team that has the same specialty niche, small business subcontractor as another? Or must each successful team (full and open and small business set-aside) be comprised of completely different team member companies?

Answer # 18: **There is no changed to the above referenced statement from both synopsis announcements.**

Question # 19: Evaluation Factor 2, Past Performance. The synopsis states that this factor will be “addressed by past performance references.” Where and how should Past Performance information be presented in the SF330? Please clarify what type of reference information the offeror should provide. If EPA requires a Past Performance attachment, will it be excluded from the 50-page limitation?

Answer # 19: **Evaluation Factor 2, Past Performance should be addressed in Section F in accordance with the instruction in the SF 330. Instructions are provided in the SF 330. The entire response, Part 1, Part II and any and or all attachments are included in the 50 page limit.**

Question # 20: SF 330 Part IIs. Are the SF 330 Part II’s excluded from the 50-page limit? The SF 330 instructions require the offeror to submit individual Part IIs for each office participating in the procurement. An offeror with numerous participating offices in Region 9 will be severely handicapped by the page restriction.

If Part IIs are included in the 50-page limit, can an offeror with numerous offices in Region 9 submit one combined Part II for all of its offices in the region to offset this page restriction? For example, an offeror and its team members may have more than 50 offices in Region 9. If the offeror and its team members are required to submit a Part II for each office, the offeror’s SF 330 submittal will be over the page limit and the offeror will not be able to submit information for the SF 330 Part I sections.

Answer # 20: **No, the entire response, Part 1, Part II and any and or all attachments are included in the 50 page limit. This response applies to the second question.**

Question # 21: The synopsis states that alterations to the SF 330 form are not permitted. Please clarify the following:

Section E, Resumes, lines 19 a – e. The SF 330 Resume form has 5 boxes to include information on key personnel relevant project experience (lines 19 a – f). May the offeror fill out 3 boxes (19a – c) on one page and delete the unused boxes d – e? May the offeror present the information on this form in 2 pages with 19a – c completed on one page and 19d – e completed on the second page or other combinations? Section F, Example Projects, lines 25a – f. May the offeror delete unused lines in box 25 of the Section F form?

Answer # 21: **No, no alterations to the SF 330 are permitted.**

Question # 22: The submission requires, “*one (1) electronic copy on disc in the following formats (Word Perfect, MS Word).*” We respectfully request that EPA consider receiving electronic submissions in Adobe pdf to prevent problems with opening a document created in templates without the master template file and inadvertently changing text and configuration of graphics.

Answer # 22: **The offeror should submit an electronic copy in either Word Perfect or MS Word. An Adobe PDF copy may be submitted in addition to a Word Perfect or MS Word document.**

Question # 23: Factor #1 – Specialized Experience and Technical Competence (as presented in Section E, G, H, and Part II of Firm’s SF330. We noticed that Section F (Project Descriptions) is not referred to for this evaluation factor. Section F was not referred to as a section that would be evaluated for any of the evaluation criteria factors. Please clarify which evaluation factor(s) will include Section F.

Answer # 23: **Section F will be evaluated under Factor # 2, Past Performance.**

Question # 24: In the synopsis there are no sections that talk about “Section F” of SF330. Under Factor #1 (Specialized Experience) and Factor #3 (Knowledge of and Experience with Environmental Regulations), the solicitation refers to sections E, G, H and Part II, but does not refer to Section F. Will the information provided in Section F, project descriptions, also be considered in the evaluation of these criteria?

Answer # 24: **Section F will be evaluated under Factor # 2, Past Performance.**

Question # 25: Instructions for Part II of the SF330 state “if a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.” In order to show capabilities throughout the Region 9 geography we would utilize our branch offices in each state and in the Pacific Islands. This would consume a large number of pages for separate Part IIs plus those of our team members. Can the Part IIs be exempt from the page count so we can adequately cover Region 9 geographically?

Answer # 25: **No, the entire response, Part 1, Part II and any and or all attachments are included in the 50 page limit.**

Question # 26: Please confirm that the 50-page limit applies only to Part I of the SF 330. The number of pages in SF 330 Part II (the replacement for the old SF254 form) is determined by (1) the number of office locations that the offeror proposes to use in

performing the RAC and (2) the number of individual firms on the offeror's team. Therefore, including Part II within the page limits would affect different offerors unequally and could limit the opportunities for additional small business partners to join offerors' teams.

Answer # 26: No, the entire response, Part 1, Part II and any and or all attachments are included in the 50 page limit.

Question # 27: The Pre-solicitation requires the format of the electronic submittal to be in "WordPerfect, MS Word" Please confirm that this means that we can choose either MS Word or Word Perfect formats. We expect to compose the RAC II SF330 in MS Word. To furnish the WordPerfect version, we would need to convert the files. This type of file conversion often causes formatting and layout errors that require significant rework to fix. Please consider electronic file submission in MS Word or WordPerfect and Adobe PDF format to more readily accommodate submission of signed documents.

Questions # 27: Yes, the offeror may chose either Word Perfect or MS Word. An Adobe PDF copy may be submitted in addition to a Word Perfect or MS Word document.

Question # 28: Under Factor 1 Specialized Experience (and other evaluation factors), the solicitation refers to sections E, G, H, and Part II, but does not refer to Section F. Is the information provided in Section F also considered in the evaluation of Factor 1 Specialized Experience?

Answer # 28: Section F will be evaluated under Factor # 2, Past Performance.

Question # 29: What disciplines does Region 9 consider key to execution of the work forecasted to be assigned under RAC II?

Answer # 29: It is incumbent on the Offeror to propose a labor mix and disciplines necessary to execute the requirements of the Statement of Work.

Question # 30: How many persons will be permitted to participate in the oral presentations from the selected firms?

Answer # 30: This will be determined at a later date.

Question # 31: Who will be eligible to participate in the oral presentations from the selected firms?

Answer # 31: This will be determined at a later date.

Question # 32: Are there any requirements for small or woman owned participation on the full and open competition contract?

Answer # 32: Yes, EPA's small business goals may be found at <http://www.epa.gov/osdbu/goals.htm>

Question # 33: For the small business set aside with NAICS Code 562910 – Is self certification accepted or do you require any specific certification, and if so from what agency?

Answer # 33: Self certification is acceptable.

Question # 34: The pre-solicitation notice mentioned there is no bidders list. Can you let us know which firms have previously been awarded this contract?

Answer # 34: Region 9 RAC I had only one (1) contract issued. The incumbent contractor is CH2MHill.

Question # 35: Are any firms who have previously been award this contract precluded from submitting for either of the contracts?

Answer # 35: No